



Manager of Philanthropic Engagement

Background:

The HOPE Program is a leader among New York City job training providers, upskilling adult jobseekers (ages 18 - 70) for a broad range of sectors, including a focus on green construction, maintenance, infrastructure and related careers. We work with individuals facing deep structural barriers to employment, including histories with the criminal legal system, current and/or past homelessness, substance abuse disorders, low educational attainment and more. Our comprehensive approach includes classroom training, industry-recognized certifications, digital literacy and access, financial literacy and access, mental health support, case management, paid job training, and our signature "HOPE for Life" approach, which provides a vital community of support throughout the lives of HOPE graduates' careers. With measurable outcomes among the strongest in the industry, HOPE's impact sits at the intersection of COVID-19 recovery, racial justice, and building a more equitable future for New York City. Our work is best described in the words of our graduates, such as Enrique.

Position:

HOPE is seeking a dynamic and outgoing professional with a demonstrated ability to succeed in a performance-driven environment. Our next Manager of Philanthropic Engagement will have experience in developing long-term relationships with funders, including corporations, individuals and the Board of Directors. Bachelor's Degree with excellent computer, writing and interpersonal skills. This position is an active front-line fundraiser, meeting and interacting regularly with donors and prospects.

Responsibilities:

● Individual Giving

HOPE currently achieves approximately 10% of our annual budget from a base of 1,000 individual donors. We are seeking a manager with major donor experience to grow this revenue stream.

- Develop and implement an individual donor program which leverages HOPE's existing base of donors and volunteers to increase major gifts by 20% in two years
- Leverage corporate engagement opportunities to identify and cultivate prospective individual donors
- Lead Development Department in all aspects of the annual appeal, including development of collateral, donor lists and letters; list management; board engagement; and logistics of a 2,500+ piece mailing; oversee social media, donor follow up and other strategies to meet or exceed \$300,000 in individual contributions.
- Ensure effective donor stewardship through prompt and compelling thank you letters, phone calls and other cultivation
- Maintain meticulous records of donor engagement through Fund – EZ and Salesforce.com databases

- **Special Events**

The Manager of Philanthropic Engagement has lead responsibility for HOPE's signature events. Historically, our lead event has been A Taste of HOPE, a cocktail-style gala that takes place in May. Additional events include Humor for HOPE as well as new initiatives to cultivate major donors. The Manager of Philanthropic Engagement will be responsible for evaluating the existing model, introducing creative ideas to achieve hybrid engagement at events, and demonstrating flexibility to change course with the event strategy as circumstances evolve.

- Work with Development Department, Executive Director and Board of Directors to identify event leadership, build and support a committee, and engage sponsors to achieve event fundraising goal (\$450,000 in FY'21)
- Identify and solicit in-kind food and beverage sponsors
- Coordinate all logistics for A Taste of HOPE, including venue, catering, audiovisual, presentations, sponsors, journal, volunteers and others.
- Engage community partners, media and other resources to achieve goal of 200 – 300 participants
- Work with Gotham Comedy Club to secure a date and book talent for Humor for HOPE; coordinate outreach and communication with Board and staff to meet or exceed revenue goals
- Identify opportunities for new and innovative events to support HOPE's mission

- **Other**

- Manage HOPE's full-time Development Assistant
- Leverage HOPE's active social media to support event and other fundraising goals
- Participate in weekly team meetings and monthly staff meetings
- Other duties as assigned

Qualifications:

- Bachelor's Degree preferred
- Commitment to racial, economic and environmental justice
- 3-5 years of progressive responsibility in fundraising, with a focus on individuals and special events
- Must be highly organized and able to manage both long-term and day-to-day projects
- Excellent verbal and written communication skills

Salary/Benefits: Salary is dependent upon experience. HOPE provides a full package of benefits including: healthcare and dental insurance; retirement plan; competitive vacation (plus 1/2 day Fridays during summer which is equal to 7.5 additional vacation days); and 12 paid holidays.

Interested Candidates: Email cover letter, indicating what position you are applying for and where you saw listing, and resume to hr@thehopeprogram.org. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

As the City of New York expands the COVID-19 Safety Requirement to employees of all contracted organizations, effective September 13, 2021, all HOPE employees are required to provide one-time verification of vaccination or provide a weekly record of a negative test as evidence that they do not have a COVID-19 infection.

The HOPE Program is an equal opportunity employer.

www.thehopeprogram.org